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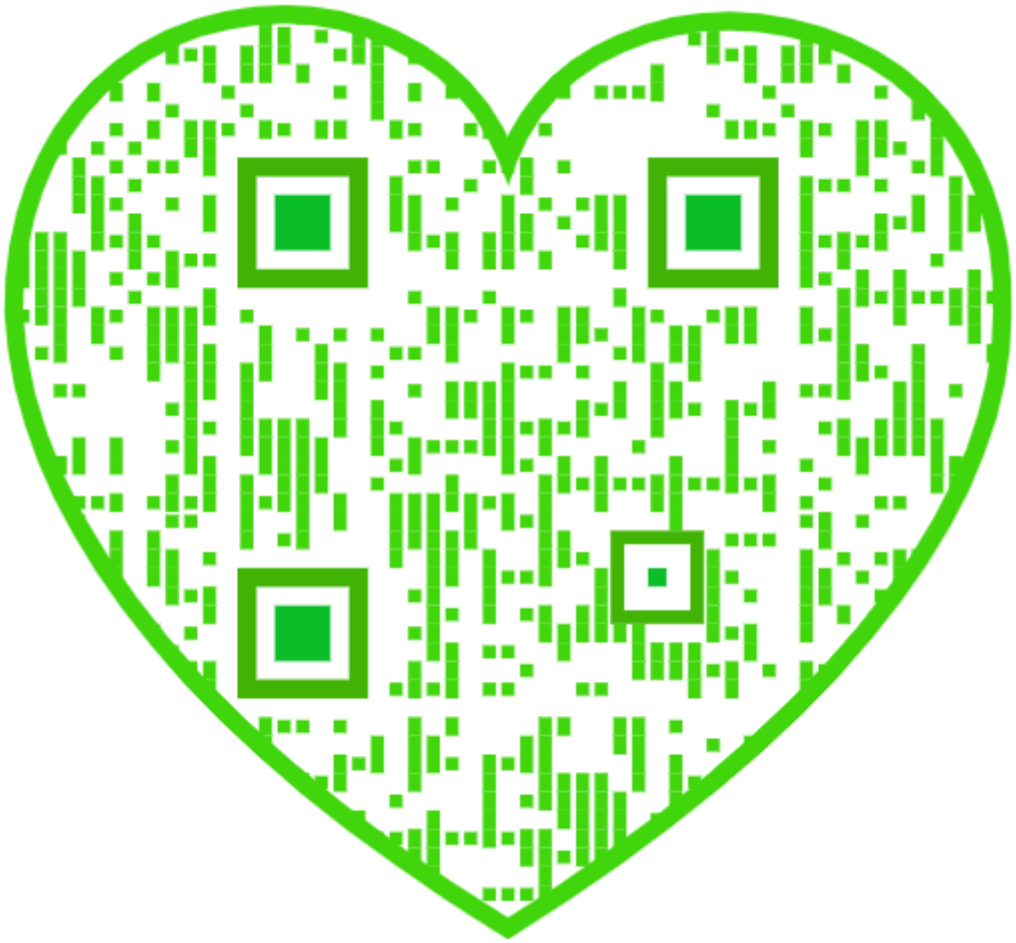

SHORTHAND IN THREE DAYS

By
REGINALD J. G. DUTTON

Price 50 Cents

Shorthand in Three Days

By
Reginald J. G. Dutton

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AUTHOR'S NOTE.

The system set forth in the following pages is issued by the author in the hope that one day it may be deemed worthy of being taught along with Reading, Writing and Arithmetic in all the Elementary Schools of the United States of America.

The system is built on the principle of "Look after the R's and L's, T's and D's, S's and N's. and the other letters will look after themselves." Anyone scrutinizing the English language cannot fail to be struck with the remarkable frequency of these letters, one of the six being used in practically every syllable.

Though the text book has been arranged for self tuition, the assistance of a Teacher is always valuable and strongly recommended. A special postal course has been arranged by the author for those who may have any difficulty in obtaining verbal instruction, and may be obtained from Room No. 1, Dutton's Business College, Skegness, England. Fee, 5 dollars.

The author will welcome both appreciation and criticism. Though he now necessarily enters into rivalry with the systems detailed below, he desires to pay his tribute to the authors thereof for their respective valuable contributions to the evolutionary building up of a perfect shorthand system. If the author of Dutton's Shorthand has added one brick to that edifice he will feel that his labours have not been in vain.

Pitman's *Script,*
Sloan-Duployan, *Oxford,*
Gregg.

REGINALD J. G. DUTTON,
Skegness, England, Sept., 1916.

JUN 23 1917

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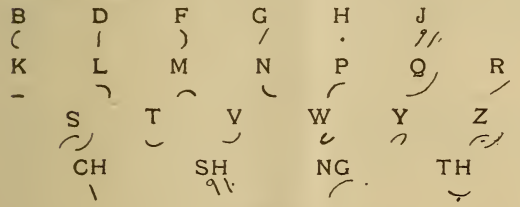
DUTTON'S SHORTHAND IN A NUTSHELL.

CONSONANTS (ALL THIN STROKES).



VOWELS.

Short *e*, *i*, *oo*, *u* are represented by a turned half-hook at the beginning and end of words. Omitted in the body of words.

Long *e*, by a half-hook joined into the consonant.

Long *oo*, *u*, by a complete hook.

Long *a*, short *a*, *ah* and *i*, by a small circle.

Long o, short o and *aw* by a large circle.

Ow by a loop on the left and top side of consonant stroke.

Oi by a loop on the right and under side of consonant stroke.

A special distinguishing dot or tick is given to each vowel for use in uncommon words.

THE SIX RULES.

1. L or R is added to any consonant stroke doubled in size, L being distinguished by position.
2. T also denoted by a turned half-hook; D by a larger one.
3. S Z (soft s) or N added by thickening, N being distinguished by position.
4. S or Ex precedes any outline placed close to the preceding word.
5. When two position rules conflict in the same word, the rule occurring first in the word is applied.
6. Terminations of many words may be omitted, only as much of an outline being written as will indicate the word intended.

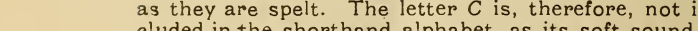
LESSON 1.

In Dutton's, as in all well-known Shorthand Systems, words are transcribed according to their sound, and *not* as they are spelt. The letter *C* is, therefore, not included in the shorthand alphabet, as its soft sound is the same as *s* in *saucer* (sawser), and its hard sound the same as *k* in *call* (kawl). Similarly, letters in any word which are not sounded are not written in the shorthand outline. For example, the signs for *l*, *a*, *t* only are written for *late*; *brought* is transcribed as *brawt*, *doubt*, as *dowt*, *match* as *mach*; *grudge* as *gruj*, and so on.

Exercise 1.

Write out the following exercise in full. The consonants are all *thin* downstrokes. The length of the strokes should never exceed that shewn.

B D F G J L N P V CH SH



The circles in *j* and *sh* are written only at the beginning of words. The parallel ticks need only be used in the body of uncommon words to distinguish *j* from *g* and *sh* from ch.

H is generally omitted, but in uncommon words is expressed by a heavy dot.

The short e i u oo Vowels.

The short *e*, *i*, *u* and *oo* vowels as in *peg*, *lip*, *pup*, and *good*, are omitted in the body of words, thus:—

peg lip pup good .

At the beginning of words, they are expressed by a turned half-hook written on the *right* hand side of up or down strokes. as *up* , *ebb* , *ill* , and on the *under* side of horizontal strokes, *him* *hit*

At the end of words they are expressed by a turned half-hook written on the *left*-hand side of up or down strokes, as *chippy* , *bevy* , *heady* the *y* vowel in these words having, of course, the short *i* sound, and on the *top* side of horizontal strokes, as *ducky* , *jetty*

When it is desired to specially denote one of these vowels in uncommon words, a horizontal tick should be written over the angle where the vowel is to be read to represent short *e*; a perpendicular tick to represent short *i*, a light dot to denote short *u*, and a heavy tick to represent short oo.

Exercise 2.

Transcribe the following words into shorthand, omitting the distinguishing ticks. The first consonant must *always* rest on the line.

1. Chip big Biddy judge shove
2. Ill, dip, push, leg, hip, fig, Peggy, nib.
3. Give, Dicky, gush, beg, pig, ebb, edge, niche.
4. Bushy, fetch, ledge, heavy, etch.

Exercise 3.

Write the longhand after the shorthand, as in line 1. Give all the possible meanings, trying all the vowels each time, as:—dep, dip, dup, = dip, Meg, mig, mug, mej, mij, muj. = Meg, mug, midge. In writing sentences, the context would denote which word was intended.

1. *ship* *bush* *fetch* *nip* *ledge*

Exercise 4.

Up strokes R S Z NG KW (Q)

The second stroke for S and *Z* is employed when a better angle can be formed. The tick is used to distinguish *Z* in uncommon words only.

Horizontal strokes—

K M T W Y

Long e, oo and u Vowels.

Long oo, as in *coop*, and the diphthong *u*, as in *few*, are represented by a complete hook written in the most convenient direction, as coop , *few* , *rue* . To avoid confusion with the half-hook for the short vowels, it should be noted that the hook

for *u* and long oo has two sides, whereas the half-hook, being turned from a consonant stroke, has but one side. Compare *few* with *puffy* , *rue* with *hurry* , *eue* with *lucky* . To distinguish *u* in uncommon words, a tick may be written under the hook.

The long *ee* vowel, as in *keep*, *leap*, etc., is represented by a half-hook joined *into* the consonant stroke, as :—*peak* , *wreak* , *sheep* *heel*, *heal* . *eat* , *heap* , *key* , *she* .

Word Signs.

We are indebted to Mr. Percy Kingsford, the author of Oxford Shorthand, for the information that the British and American peoples use 35 simple words over and over again, these 35 words actually making up more than one-half of the written and spoken language. It will obviously be a wise move to allot the 35 simplest possible signs to these words, thus assisting to make our system the highest speed system in the world. Here are the first batch which by constant repetition in your studies, will soon root firmly, without causing any memory burden.

At, it , with , was , and (up or down) , he, him , in, one, any (n) be, by, but (b) , will, well (l) , is, his, us (s) or , I , A, an , The, to (t) .

Exercise 5.

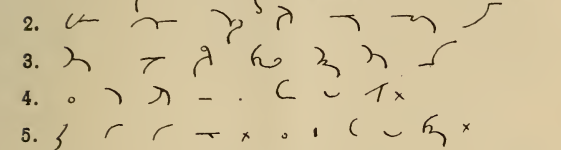
Word-Signs are printed in italics. A full stop is indicated by a cross.

1. Cue , reach , youth , hurry , queer .
2. Weal, thing, quip, *us*, deep, vim, *in*, key, due.
3. View, ring, *the*, reap, beam, hymn, *will*, *one*.
4. Leaky, *and*, revere, wreak, *any*, beauty, *well*.
5. *He was with him.* Keep *a* jug *in the* room.
6. *The* ship *will be* here *in a* week.

Exercise 6.

Transcribe into Longhand :—

1. weep, chubby, here, ear, will, well



LESSON 2.

Rule 1.—L or R is read after any consonant stroke, which is doubled in size.

(a) If the FIRST consonant in a word is doubled to add *l*, the stroke should be written THROUGH or BELOW the line, as *gum* , *glum* , *push* , *plush* , *cush* , *clutch* , but *pick* , *pickle*

(b) In the case of the omittable short vowels e, i, u, oo, occurring between any consonant and *l* or *r*, the double stroke may be used, as *Bury*, , *firm* , *film* , *gully* *mill*

(c) When a vowel which is written occurs between any consonant and *l* and *r*, the double stroke **must not** be used, as Keel , Fear . Gear .

THE SMALL CIRCLE.

A small circle represents short *a* as in back , long *a* as in cape , *ah* as in calm , and *i* as in file .

In uncommon words a horizontal tick may be written underneath the tick to denote long *a*, a perpendicular tick for *ah*, and a diagonal tick for short *a*.

The *ah* vowel may also be used for 'ar' as farm , park , lark .

Rules for Position of Vowel Circles.

(a) Joined to straight strokes the vowel circles are written on the same side as the short half-hook vowels, viz.: (1) INITIALLY, on the right-hand side of down and up strokes, and the under side of horizontal strokes; (2) FINALLY, on the left-hand side of down and up strokes, and on the top side of horizontal strokes.

Examples:—Ash , cry , cake, gag rare .

(b) Joined to a curve the circle is written inside the curve:—Play , try , way , able , back .

(c) When two signs meet to form an angle the circle is generally written on the outside of the angle.

Examples:—

Pack , pair , shame , prime .

Exercise 7.

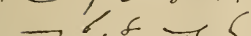
WORD SIGNS.

Have, of (v) , reply , not , we (w) , you (y) , if, for (f) , their, there (tr) .

Transcribe into shorthand:—

1. Shame, farm, calm, play, pray, glimmer.
2. Glitter, grape, fritter, feeler, meal, mill, careful.
3. Courage, paper, grammar, chair. lake, lame, deal
4. On their way through the prairie the brave leader and his troop picked up the trail of the wily tribe.
5. The gleam and glitter of the lake is like a jewel.
6. Like her brave father the little girl is full of courage.

Exercise 8.

1.
2. 
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4.
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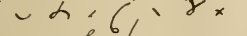
6. 

Rule 2.—T may also be denoted by a half-hook, and D by a large half-hook, in the following positions:—

1. INITIALLY on the left hand side of up and down strokes, and on the top side of horizontal strokes, as *tip* , *tough* , *duck* , *dumb* . *tame* , *tag* , *dash* .

2. MEDIALLY or FINALLY on the right-hand side of up and down strokes and on the under side of horizontal strokes, as *cut* , shed , retired .

Note carefully that:

(a) The long 'tr,' 'tl,' dr,' 'dl' strokes should generally be preferred to a hook and a stroke, as *butter* not , *trouble* not , *fitter* not , *reader* not .

(b) Medially the *t* and *d* half-hooks must be turned on the *end* of the preceding consonant, not at the beginning of the following stroke, as *bedeck* not . *litigate* not , *British* not , *mitigate* not .

(c) Another half-hook may be added to a *t* or *d* half-hook or any of the complete hook vowels *oo*, *u*, to represent either another 't' or 'd' or a final short vowel, as *pretty* , *parted* , *witty* , *rated* , *dewy* , *repute* , *shoot* .

(d) After long *ee* the t or d stroke must be used. as:—*feet* , *breed* .

(e) Not more than two hooks should be used successively. *Duty* would therefore be written not . *booty* not .

(f) The *t* stroke and *not* the hook should be employed to represent *th*, as *breath* . *breadth* .

Exercise 9.

WORD SIGNS.

They, that , which, much (ch) or, o'er, our, hour, are (r) (up),

Transcribe into shorthand:—

1. Dim, tame, dub, tug, duck, tough, dip.
2. Late, lead, builder, better, little, bidder.
3. Beautiful, breathe, brood, pewter, tailor.
4. In the library we heard a big crash.
5. The lady who lived in the villa by the lake gave a pretty necklet to each girl in the village to mark the victory of the British Army.
6. The cat killed our tame thrush.

Exercise 10.

Give the longhand for:—

1.
2.
3.
4.
5.

LESSON 3.

Rule 3.—S, Z (soft S), or N, as context decides, is read after any thickened sign.

Bed , beds , day , days , trust , best , kissed , worse , yes , taciturn , kills , aspen .

(a) When the first stroke consonant, or a hook or circle joined to the first stroke consonant, is thickened to add N, the first stroke should be written above the line of writing, as Fenders , windows , anticipate .

(b) S, Z or N may also be read *before* a thickened T or D hook, written medially or finally, as Plant , present , wisest .

(c) At the beginning of words a thickened T or D stroke should be employed in preference to a thickened T or D Hook, thus:—tender , not, distrain , not , dental . not , tusk , not , dusk not .

THE 'O' VOWELS.

The vowels o as in 'cold,' '*aw* as in 'port,' and o as in 'shot,' are represented by a large circle O, as coal , port , shot .

To specifically distinguish the sounds in uncommon words a horizontal tick may be placed under the o for *aw* as in port, and a perpendicular tick for the short o, as in shot .

The 'aw' circle also suffices for 'or,' as in port , fort , etc.

Exercise 11.

WORD SIGNS.

All , Also , From , Me, Them , On , Being, Been , Who , Out , Your , Year , Ever, Every , Receipt , Can, come , Mr., Mere, , Do , Must, most , Where, were, we are , shall , favour . Messrs. Mrs. ,

Transcribe into shorthand :—

1. Rest, rent, cast, cant, pressed, preserved.
2. Lent, coast, boast, presume, lost, reserve.
3. General, dimples, distil, bring, feast,
4. Quantity, traced, rescue, divine, feline, revert.
5. Practice, dinner, glass, master, mast, blossom.

Rule 4.—S or Ex is understood to commence any outline placed close to the preceding word.

Examples :—Please step this way, and be exceptionally still, for the sick and exhausted patient sleeps.

NOTE.—When a word commencing with S or Ex begins a new paragraph, the S or thickened K stroke must be used.

Exercise 12.

Transcribe into shorthand :—

1. Expect, such, extol, scrub, suppose, exhume. summer. excite. slept.

2. *The* soldiers seem extremely excited. *Where are your* superior officers?

3. *Do* send *me also* a spade *and* shovel *from your* extensive stock.

4. *All his* wants *were in every* way satisfied *on receipt of Messrs.* Frith's *most* excellent souvenir.

Exercise 13.

1.
2.
3.
4.
5.
6.

LESSON 4.

THE 'OI' AND 'OW' DIPHTHONGS.

The *oi* and *ow* diphthongs (*oi* as in *boy*, *ow* as in *cow*), are represented by a loop, that for *oi* being written on the right-hand side of up and down strokes, and on the top side of horizontal strokes, the *ow* loop taking the opposite positions. Examples:—*boy* , *cow* , *bough* , *oil* , *owl* , *foil* , *fowl* , *trowel* , *boisterous*

Both loops may be prolonged to add a *t* or *d* hook, as *void* , *vowed* , *loud* , *towel* , *enjoyed* .

Exercise 14.

Soil, boil, joy, coy, boy, annoy, alloy, toy, voile, cow, bow, bough, now, how, sour, loud, trowel, towel, cloy, brow, employ.

Prefixes.

The following strokes and hooks in addition to representing letters and vowels, may also represent the various prefixes given below. This list must be thoroughly acquired.

Al, or, (aw)— o

Almost , Ordained , Although ,
Always , Organic

Com, Con, Coun. (k)—

Combine Company Commodity
Continue , Confess , Counter ,
Country , Consider , Construct ,

En, In, Un, may be represented by a larger half-hook written in the same position as the half-hook vowels, the consonant stroke to which it is joined being written above the line.

Examples :— Enlighten , Undo ,
Undergo , Infer , Unaffected ,
Enter , Indefinite , Unobserved ,
Indelible ,

When a complete hook vowel follows *en*, *in*, or *un*, the n stroke must be used, as *unused* , *inure*

Em, *im*, may also be represented by a similar large half-hook, the consonant stroke to which it is joined being written on or through the line. Examples:— Embarrass , Empire . Emancipate , Emblem , Impossible , Emaciate , Emolument , Imagine .

When the long vowels *e*, *i*, or *u* follow *em* or *im* the 'm' stroke must be used, as Emulate , Immediate .

For, Fore (f):— Foresight . Fortune , Forego , Forbear ,

Out (ow):— Outcast , Outstrip , Outfit .

Pre, Per, Pro (pr):— Proposal , Prefect , Preferred .

Compound Prefixes.

Two prefixes may be joined together, or a vowel and a prefix, as Accommodate , Discontinue , Disconcert , Misconstrue Reconsider , Recompense , Inexcusable , Uncommon , Impropriety , Unenlightened .

Rule 5.—When two position rules conflict in the same word, the rule occurring first in the word is applied.

Examples:—Clean . Ankle , Kiln . Aspen , Indelible , Enfilade , Impend , Inexpensive , Undesirable Unconcern

Exercise 15.

1. Alteration, alternately, orderly, orchestra.
2. Content, combination, compass, countered.
3. Immobile, endure, imperative, impress.
4. Impanel, embarrass, implicate, implicit. imagine.
5. Emigrate, immerse, entertain, inform, inopportune, inaugurate, propose, incongruous, delaine.
6. Inimitable, inure, uneasy, unequal, unengaged.
7. Unfounded, unbaked, fortify, forsake.
8. Outgrow, outlast, preface, perspire, provide.
9. Preserve, indelicate, implicitness, enfilade.
10. Incomparable, improvise, ankle, clean, handle.
11. Plain, unpleasant, immune, inseparable,
12. Please explain your needs to some other citizen.
13. The knell of doom sounded in his ears. There were plenty to save others, but none to send him succour.

Exercise 16.

Transcribe into longhand :—

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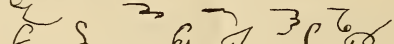
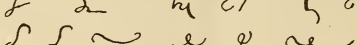
2. 
3. 
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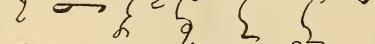
6. 

Affixes.

There are several frequent endings to words for which it is only necessary to write the first letter or letters. The most important are the following :—

Eive, *eif* (*ee*)—Believe , Relief . Conceive .

Graph (*gr*)—Photograph , Telegraph

Hold (*od*)—Freehold , Copyhold Uphold .

Ing (*n*)—Thickening, or stroke n. (The t and d hooks should not be thickened to add 'ing,' the strokes being utilised). Reaping , Choosing , Going , Fleeting . Feeding , Bending .

Ly (denoted by final half-hook short vowel). Accordingly , Lastly , Jolly , Homely Freely ; Freshly .

Ment (*m*).—Ferment , Torment , Allotments , Fragments .

Ology (o).—Phrenology , Geology .

Self (*omit f*).—Himself , Yourself .

Selves (*omit v*).—Themselves . Ourselves

Ship (*sh*).—Worship , Kingship .

Titute, *Titude* (*tit*). Latitude , Constitute

Ture (*tr*) — Lecture , Feature , Captures .

Ual, *Oove* (*u*)—Casual , Manual , Actual , Improve .

Ward (*rd*)—Forward , Towards , Reward .

Exercise 17.

1. Hardship, Lordship, Receive, Deceive, Belief.
2. Improve, Stenograph, Paragraph, Autograph, Leasehold, Stronghold, Wedding, Institute.
3. Purring, Placing, Preaching. Blotting, Fitting.
4. Lovely, Homely, Friendly, Casement, Settlement, Improvement, Adornment, Torture, Nature.
5. Itself, Herself, Yourselves, Latitude, Altitude.
6. Rupture, Ritual, Outward, Inward, Upward.

Exercise 18

1.
2.
3.
4.
5.
6.

LESSON 5.

Rule 6.—Terminations of many words may be omitted, only as much of an outline being written as will indicate the word intended.

In Longhand, words are often cut down, as Capt. for Captain, Exam. for Examination, and the presence of the long vowels enables this principle to be carried out extensively in Dutton's Shorthand, the context readily suggesting the complete word.

Examples:—

Diametr(ical) , Accum(ulate) ,

Disestab(lish) , Modif(ication) .

Unan(imously) , Circumf(erence) ,

Desig(nation) , Acceler(ate) .

Manuf(acture) , Benev(olence) ,

Philanthr(opy) , Procras(tination).

Commemor(ate) , Insubord(ination)

Unsubs(tantial) , Resig(nation) ,

Gestic(ulation) , Dissatis(faction) ,

Demoral(ize) , Consubs(tantial) ,
Extraor(dinary) . Insignif(icance) .
Exper(ience) , Redistrib(ution) ,
Intang(ible) . Aggrav(ation) ,
Indiscr(eet) , Deferen(tial) .
Infer(ior) , Avail(able)
Applic(ation) , Emerg(ency)
Parsimon(ious) . Calcu(lation) ,
Cultiv(ation) , Fortif(ication) ,
Certif(icate) , Perform(ance) .

(a) In addition to short i,' 'e' and 'u,' any consonant or vowel *slightly* sounded may generally be omitted in the body of words as pliant , area , blossom , handsome , phial , loyal , languid , languor , empty , enlistment .

(b) Where it is deemed desirable to denote the presence of successive vowels a tick may be inserted, as in *carrying*, *pre-eminent* .

(c) 'D' may be omitted when immediately preceding 'm,' 'v,' 'j,' as admit , admire adjoin , advocate .

(d) In such endings as 'any' in visionary, 'ally' in generally, 'age' in village, 'ant' in jubilant, ''al' in optional, 'ard' in blizzard. and 'able' in reasonable, where the 'a'. has the short 'i,' or u' sound, the vowel 'a' may be omitted,

Examples :—Visionary , Generally ,
Village , Reasonable , Optional ,
Blizzard , Jubilant .

(e) In order to avoid confusion with other strokes the joining of the strokes in love, live, etc., should be clearly indicated, as Love, Live , not
Presence , not , Jug , not ,
Church not .

(f) Proper names should generally be written in Longhand, but when their familiarity permits of their being written in Shorthand, the outline should be underlined.

(g) Figures are shorthand signs in themselves, and need no further abbreviation. The figure 2 may be used for "two, twice, second, secondly"; 3 for three, thrice, third, thirdly, etc.; 20 for twentieth, and so on.

If a line be drawn over figures, it denotes hundreds, through figures, thousands; and below figures, millions; thus, $\overline{5}$ for 500, $\overline{\overline{5}}$ for 5,000, $\underline{5}$ for 5,000,000 $\underline{\overline{5}}$ for 500,000,000, $\underline{\overline{\overline{5}}}$ for 5,000,000,000, and so on.

(h) For the Parenthesis, use the brackets [ ] All other punctuation marks are made exactly as in ordinary writing, excepting the full stop, x.

Phraseography.

Having completed the theory of construction the student now arrives at the point where practice, practice, practice brings speed. Nothing else will bring that great desideratum of shorthand writers, and a regular amount of time should be given every day. The number of words per minute will then grow very steadily and very surely.

Phrasing is of great assistance in getting up speed, and small groups of words naturally related to each other may be joined together, thereby saving many lifts of the pencil. Instead, therefore, of writing for '*I shall be*,' the three characters may be joined as , *You will be*, , *I have received* .

Phraseography and speed writing should on no account be attempted until the theory and word-signs have been completely mastered, and any outline written without hesitation.

The following is a short list of phrases which may, of course, be considerably extended by the student. Phraseograms should only be made from outlines which join easily. They should not be too long, nor carry the pencil too far from the line of writing.

In the early stages of phrase-writing phrases should be written a little more than the usual distance from the preceding word, so that the student will be able to easily distinguish between a single word and a phrase.

The following examples will illustrate the art of phrasing, The student is recommended to write out the list several times, though there is no need to commit the phrases to memory. The practice of phrasing is almost illimitable, but the three chief essentials should always be remembered, viz.:— (1) Legibility. (2) Easy joinings, (4) Proximity to the line of writing.

The and *to* may also be represented by the t hook, *in* by the prefix hook, and *not* by the thickened *t* hook.

A part , a large , a tree a dress ,

All the , all together , all the work .

All we can , all which , always the best , all you . are not .

Almost any , and the , and not , and in their as far as , as soon as .

At any rate , at the , at once , by this , but this .

Be able , before the , but we have received , by the by .

By which it can , can it be , could not be the case . from day (to) day .

Do not be , does not , each one every day , every one .

For his part , for the moment , for there's been , for which you ,

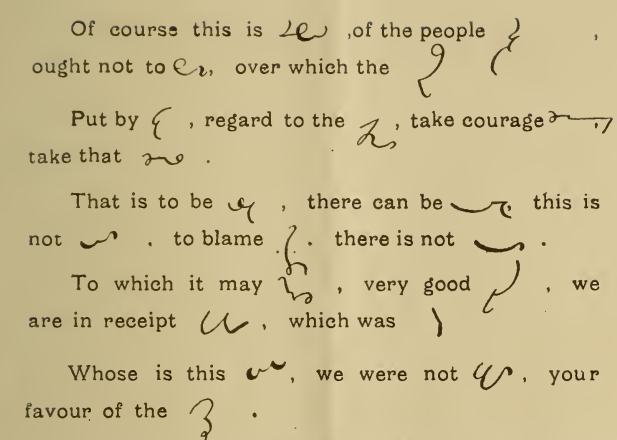
From the place , great favour , he should be , he must be .

Have just , I am aware I will be .

I regret , if he were , if there be , I beg to , in order that , is not ,

In reply to your , in receipt of your , just been , may as well .

Much more , must do , must not be , more (and) more , not one of them .



Transcribe into shorthand the following Business Letter, afterwards re-transcribing your attempt into longhand. 118 words, 3 minutes :—

Dear Sir,

In-reply-to-your-favour of-the 5th inst., to-hand this morning, we-regret to hear that you-received-the-consignment of-goods from-this-office too-late to-be of-any use to-you.

Our-packer informs-us that-he despatched-them in-good time, but-we-have-received a note from-the Railway Company stating that owing to troop trains passing through no goods were-allowed to-proceed for two days.

No-doubt you-will be-able to-dispose of-them, but-in-the event of-your-failing to-do so, you-may-return same.

Assuring-you-of-our-best-attention at-all times, and awaiting your-reply,

We-beg-to-remain,

Yours-faithfully,

THEORY CERTIFICATE.

Every student who has thoroughly mastered the theory should make an application for a Theory Certificate. A selection, not less than 200 words in length, should be transcribed from the current issue of a daily newspaper, and accompany the application, together with a remittance of 25 cents, examination fee. The test should first be written out in Longhand, a space being left underneath each line for the insertion of the shorthand transcription. The full name and address of the applicant should be written at the top of the paper.

The following attestation must be made by a Teacher or other responsible person at the foot of the transcription:—

I certify that this transcription in Dutton's Shorthand was written in my presence without personal assistance or reference to books; that the passage was selected by myself; that it was unknown to the student, and that it was posted without alteration

Signed.....

.....

Post to Examination Dept., Dutton's National Business College, Skegness, England.

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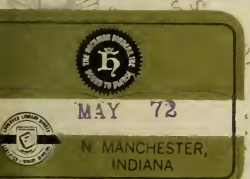
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